

NEW STREAMLINED OHC – TRAINING GUIDE	
<b>Objective:</b>	This Training Guide focuses on the creation of an approval workflow, requisitions, SME review, setting up templates and sending notices, scheduling interviews, roles crosswalk and menu changes.
<b>Prerequisite Requirements:</b> <ul style="list-style-type: none"> <li>These documents should be received with the request to fill: <ul style="list-style-type: none"> <li>✓ New or updated Position Description</li> <li>✓ Approved screening criteria or other documentation, as required</li> <li>✓ Appropriate request to fill approvals</li> </ul> </li> <li>The hiring manager (and other appropriate staff, if necessary) has been assigned the NEOGOV Hiring Manager role.</li> </ul> <b>Actions to be Taken:</b> <ul style="list-style-type: none"> <li>Review and attach recall, departmental transfer, and interdepartmental transfer lists.</li> </ul>	
<b>INDEX: Select a hyperlink below to navigate to that section.</b> <ol style="list-style-type: none"> <li><a href="#">1. Browser Compatibility</a></li> <li><a href="#">2. Log In</a></li> <li><a href="#">3. Unified Dashboard</a></li> <li><a href="#">4. OHC Dashboard</a></li> <li><a href="#">5. Create a Requisition</a></li> <li><a href="#">6. Approve a Requisition</a></li> <li><a href="#">7. Complete a SME Review</a></li> <li><a href="#">8. Set up a Notice Template</a></li> <li><a href="#">9. Send Notices</a></li> <li><a href="#">10. Schedule Interviews</a></li> </ol> <b><u>BROWSER COMPATABILITY</u></b> <p>The browsers that work best with NEOGOV are Chrome and Edge with Chromium.</p> <div data-bbox="711 1335 997 1411" data-label="Image"> </div> <p>The following graphic shows the evolution of the Microsoft Internet Explorer and Edge browsers over the past few years:</p> <div data-bbox="634 1614 1070 1755" data-label="Diagram"> <pre> graph LR     IE[Internet Explorer] --&gt; EH[EdgeHTML]     EH --&gt; EC[Edge with Chromium] </pre> </div>	

## LOG IN INSTRUCTIONS

### 1. Account Activation

- A. You should have received an **Activate Your NEOGOV User Account** email with a link to create your account **Password** using your email address as your **Username**. This activation will expire after 24 hours. If you require a new activation, please contact your HR Office or the NEOGOV mailbox at [MCSC-NEOGOV@michigan.gov](mailto:MCSC-NEOGOV@michigan.gov).

**NOTE:** Current NEOGOV users will use their existing username and password.

- B. Click on the **Log In >>** button.

### 2. Forgot Password

- A. To reset your password, click the **Forgot your username or password** link below the login button.

## NEOGOV

Username

Password

*All fields are required*

Log In

[Forgot your username or password?](#)

- B. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password.

[< Back to Login Page](#)

## Login Assistance

Enter your email address and we'll send you your username and a link to reset your password.

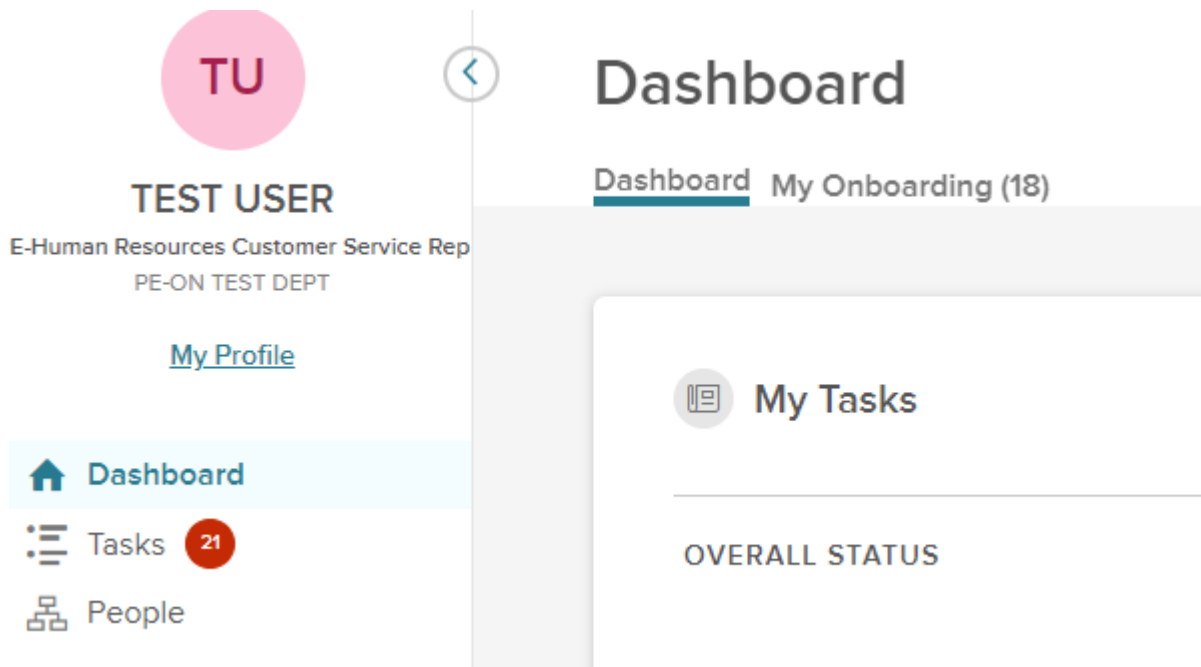
Email

Send Email

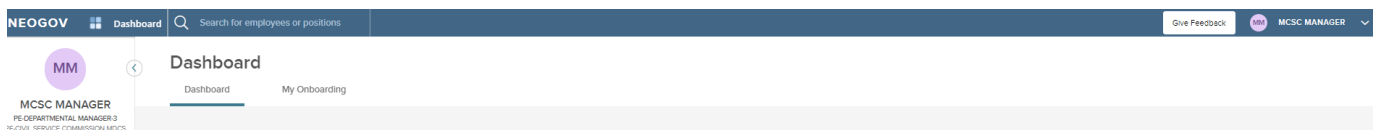
## Overview of the NEOGOV Unified Dashboard

The **Unified Dashboard** serves as your personal homepage in NEOGOV. It contains the below sections specific to Recruiting:

1. **A left navigation section**
2. **My Tasks**-May display up to 5 tasks spanning all NEOGOV products based on due date, with the earliest displaying first.

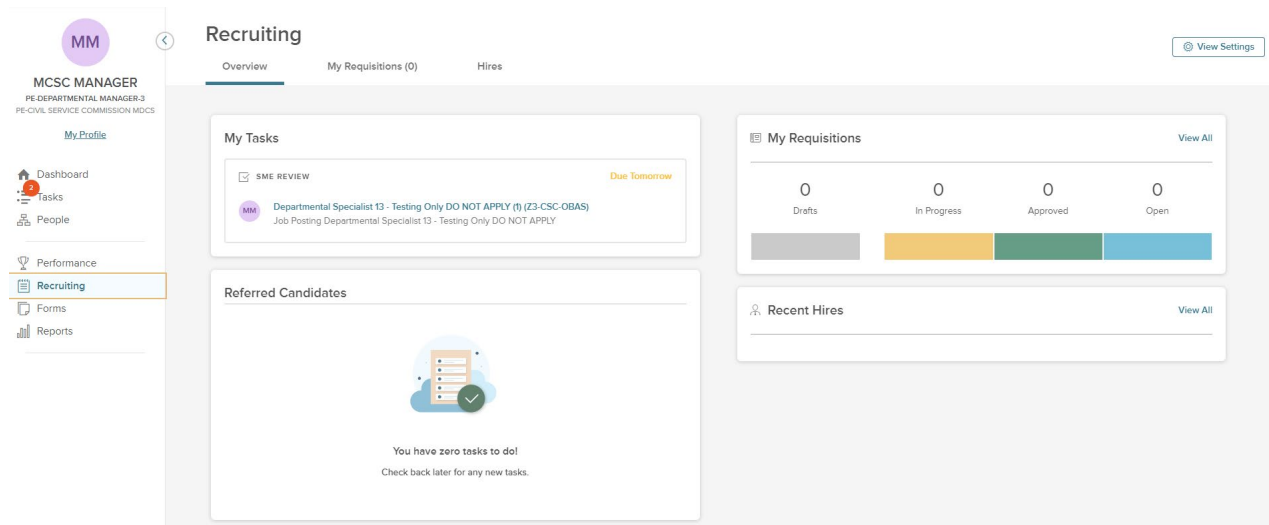


Regardless of where you are in NEOGOV, you can always return to your Unified Dashboard by clicking on **Dashboard** in the upper left corner of your screen.



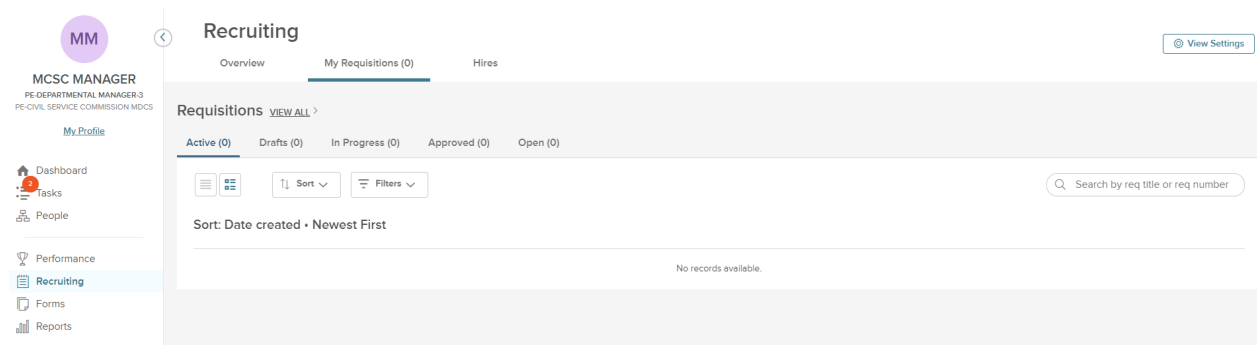
1. **Tasks**
  - a. May display up to 5 tasks spanning NEOGOV products based on due date, with the earliest displaying first. Filter options include **Due Date**, **Product**, **Task Type**, and **For Whom**.
2. **Recruiting**-This tab displays for employees who have **Hiring Manager**, **Liaison**, **Originator**, or **Approver** security roles in OHC.
  - a. **Overview**-Provides you with information on **My Tasks**, **Referred Candidates**, **My Requisitions**, and **Recent Hires**.

**NOTE:** Only OHC tasks appear in Recruiting since this initial launch of the Unified Dashboard targets managers and employees.



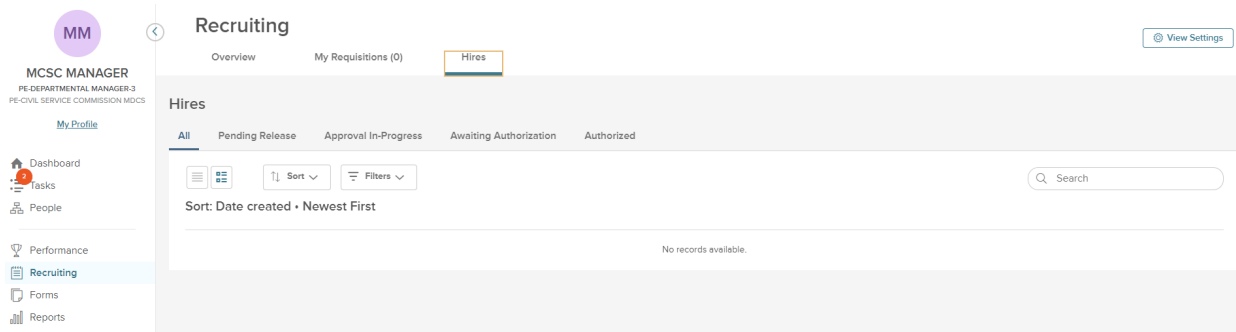
- b. **My Requisitions**-Displays your **Active, Draft, In-Progress, Approved, and Open** requisitions. These can be sorted by:
- **Date Created-Newest First** or **Date Created-Oldest First**
  - **Department A-Z** or **Department Z-A**
  - **Division A-Z** or **Division Z-A**
  - **Req Number Highest** or **Lowest**
  - **Req Title A-Z** or **Req Title Z-A**
  - **Position Code Lowest** or **Highest**.

You can also filter by **Department, Division, or Date**.



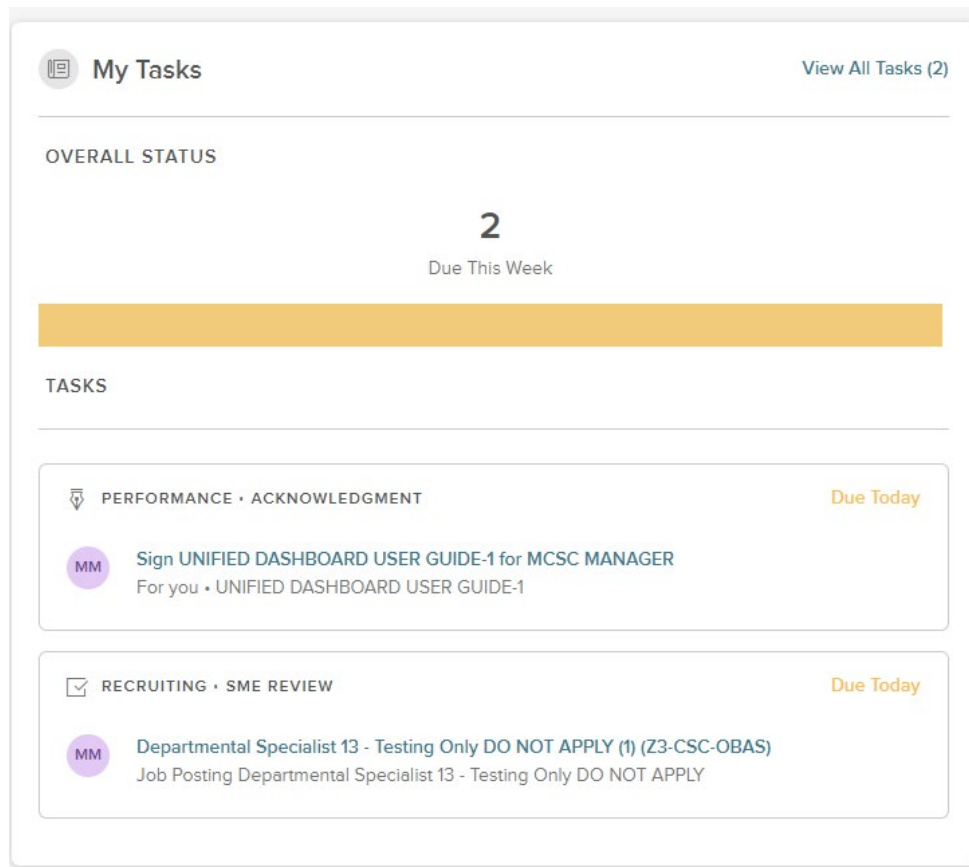
- c. **Hires**-if applicable will display **All Hires, Pending Release, Approval in Progress, Awaiting Authorization, and Authorized**. These can be sorted by:
- **Start Date-Newest First** or **Start Date-Oldest First**
  - **Name A-Z** or **Name Z-A**
  - **Req Number Lowest** or **Highest**
  - **Title A-Z** or **Title Z-A**
  - **Department A-Z** or **Department Z-A**
  - **Division A-Z** or **Division Z-A**
  - **Status A-Z** or **Status Z-A**

You can also filter by **Department** or **Division**.

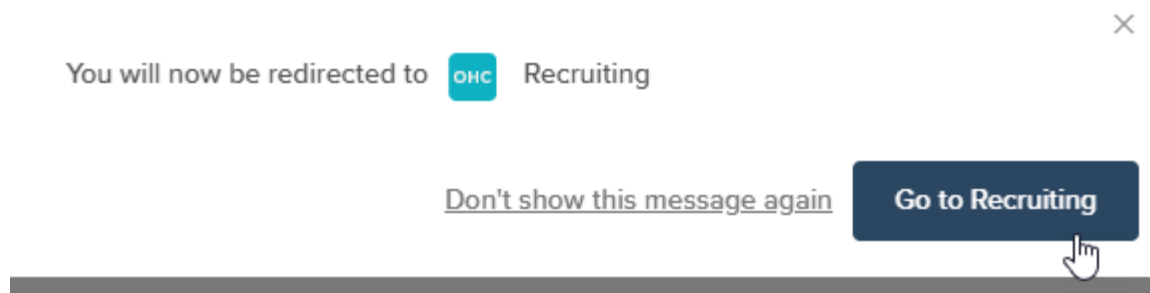


## Section 2-My Tasks

**My Tasks** may display up to 5 tasks spanning all NEOGOV products based on due date, with the earliest displaying first.

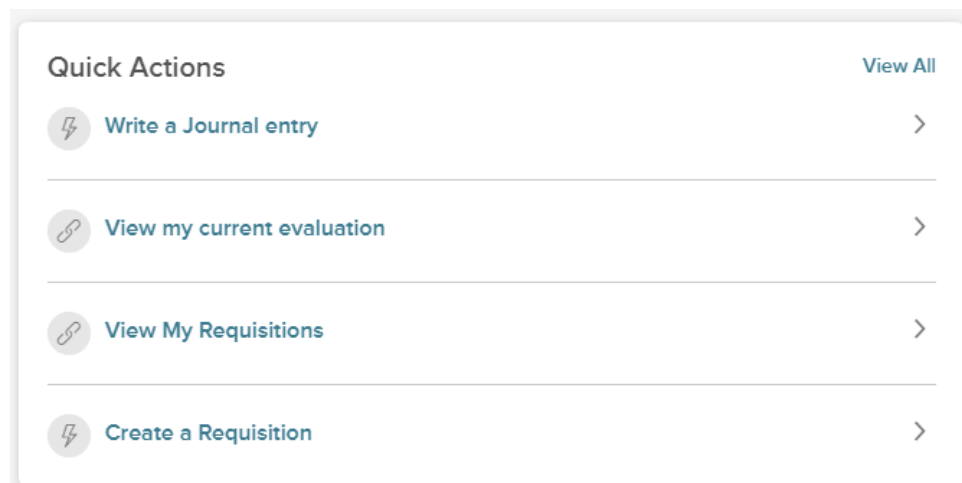


Clicking on a task will direct you to Recruiting and that specific task you clicked on.

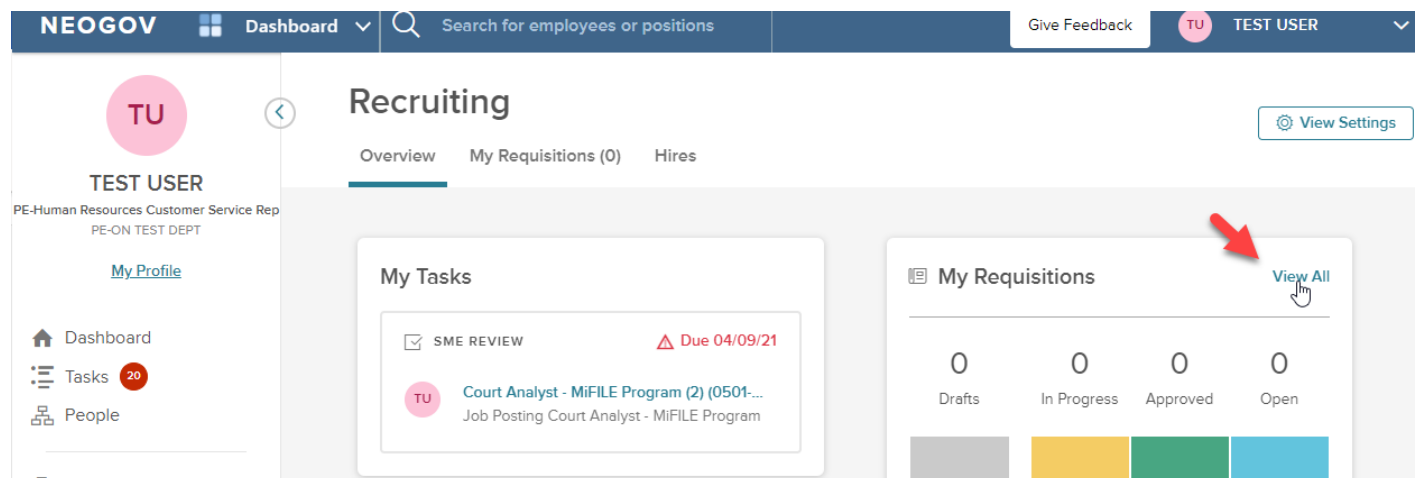



## Section 4-Quick Actions

**Quick Actions** displays quick links to common actions. Options may include: **View My Requisitions**, and **Create a Requisition** based on your security.



If you do not have any tasks for Recruiting, you can still go to your OHC dashboard by clicking My Requisitions, View All and View All again where you will be directed to Recruiting.





**TEST USER**  
E-Human Resources Customer Service Rep  
PE-ON TEST DEPT  
[My Profile](#)

[Dashboard](#)  
[Tasks](#) 20  
[People](#)

[<](#)


## Recruiting


Overview **My Requisitions (0)** Hires

### Requisitions


[VIEW ALL >](#)

Active (0) Drafts (0) In Progress (0) Approved (0) Open (0)

Sort 

Filters 

Sort: Date created • Newest First

You will now be redirected to  Recruiting

[Don't show this message again](#) [Go to Recruiting](#)

**YOU MUST TOGGLE OVER TO OHC TO USE THIS PROCESS BY CLICKING ON RECRUITING, VIEW ALL REQUISITIONS. YOU WILL THEN BE DIRECTED TO RECRUITING.**

TU

TEST USER

E-Human Resources Customer Service Rep  
PE-ON TEST DEPT

[My Profile](#)

Dashboard

Tasks 20

People

Recruiting

OverviewMy Requisitions (0)Hires

Requisitions [VIEW ALL >](#)

Active (0)Drafts (0)In Progress (0)Approved (0)Open (0)

Sort

Filters

Sort: Date created • Newest First

You will now be redirected to Recruiting

[Don't show this message again](#) [Go to Recruiting](#)



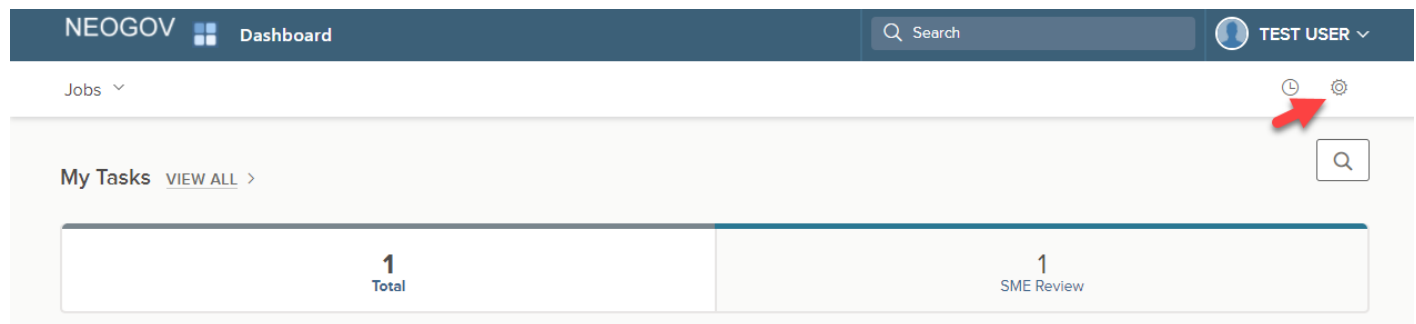
## Create an Approval Workflow - Optional

It is now possible to create templates for your various requisitions and hire approval paths!

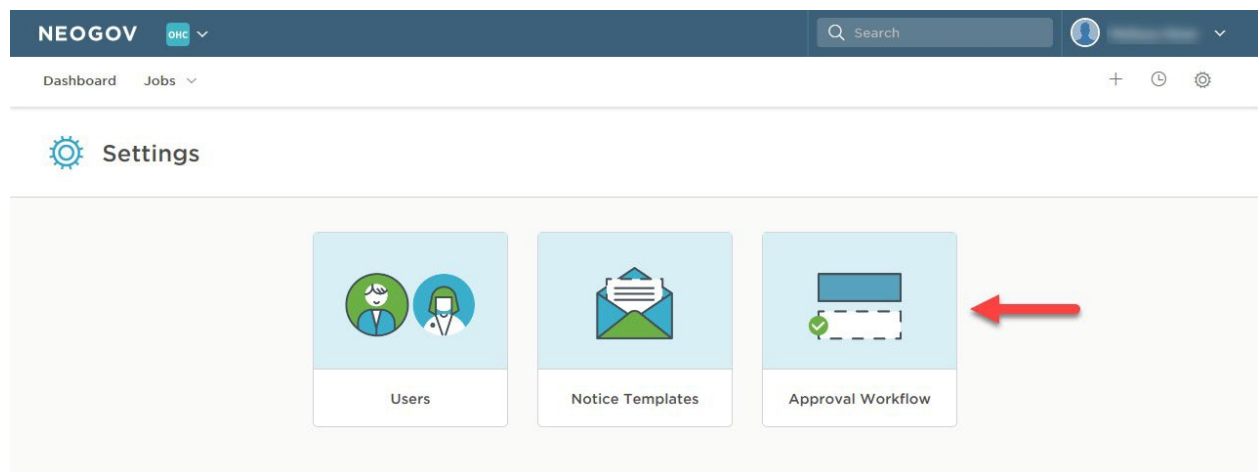
With the OHC role of HR Liaison, you can create and save approval workflows for your assigned department(s).

### Steps to Create an Approval Workflow

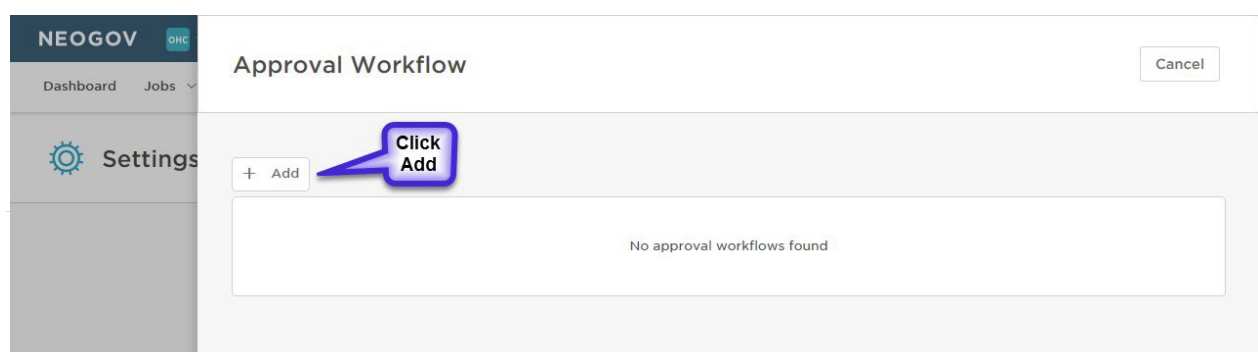
1. Click the gear icon.



2. From the Settings menu, click the **Approval Workflow** icon.



3. A new window will appear. Click the “+ Add” button.



4. Enter a **Name** and make a selection from the **Applies To** field. Then, click the magnifying glass to search and select all applicable departments/divisions.
5. Once a selection has been made in the **Department/Division** field, use the **Approval Group** drop-down to find approvers and **Add Approval Step**. If no approvals are required, select the checkmark toggle next to **Approvals**.

The screenshot shows a 'Workflow Details' form with three main sections. The first section, 'Name: \*', has a text input field with a red vertical bar on the left and a blue callout bubble labeled 'Add Name' pointing to the input. The second section, 'Applies To: \*', contains two radio button options: 'Requisition' and 'Hire'. A blue callout bubble labeled 'Select Requisition' points to the 'Requisition' radio button. The third section, 'Department/Division \*', has a text input field with the placeholder text 'Find a department/division' and a magnifying glass icon on the right. A blue callout bubble labeled 'Choose Department' points to the magnifying glass icon.

Department/Division \*

Civil Service Commission

Find a department/division

Approvals ☒ **If no approvals are required**

Approval Group

MCSC/Veterans Affairs-HRO

Select All | Select None

Filter approvers..

☒ Brandi Witgen ☐ Tony Carter

Add Approval Step Cancel

- Repeat these steps for each remaining approval group.
- To adjust the order of approval groups, drag and drop each group to the desired location.
- Click **Save** to add your approval workflow.

NEOGOV

Dashboard Jobs

Settings

Add Approval Workflow

Cancel Save

Workflow Details

Name \*

Test

Applies To: \*

☒ Requisition ☐ Hire

Department/Division \*

Civil Service Commission

Find a department/division

Approvals ☒

1 MDARD - HR Rep Tony Carter

2 MCSC/Veterans Affairs-H... Brandi Witgen

Add Approval Group

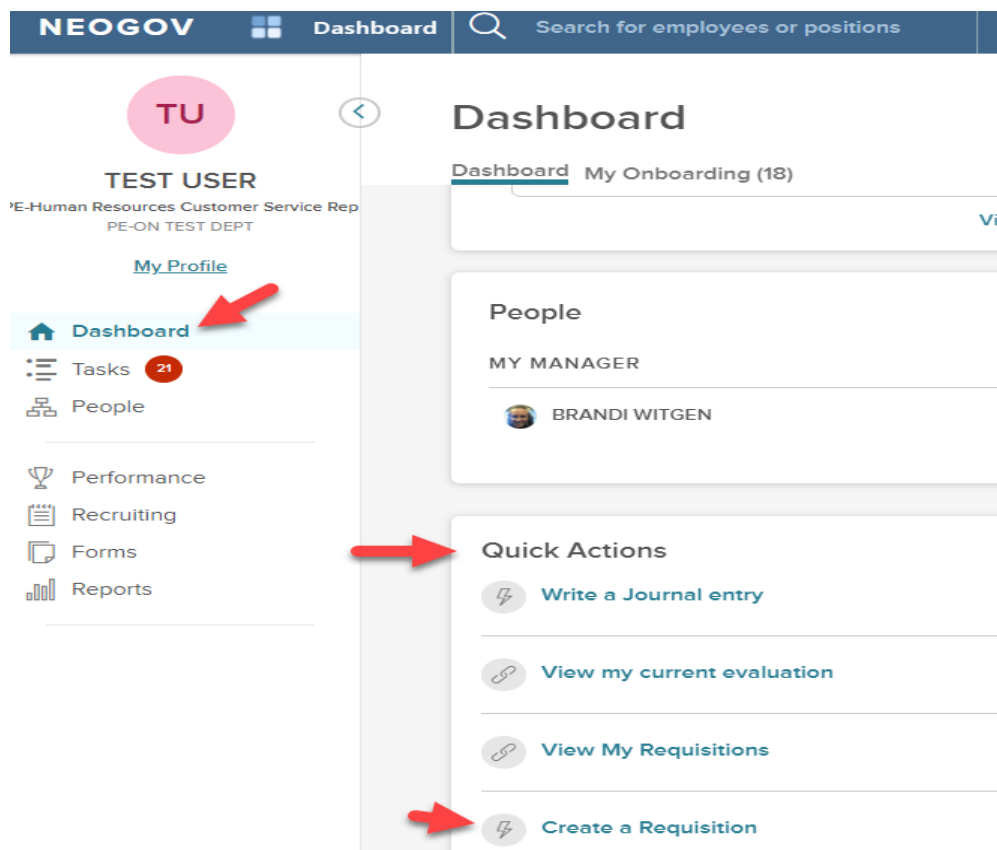
Click Save

## Create a Requisition

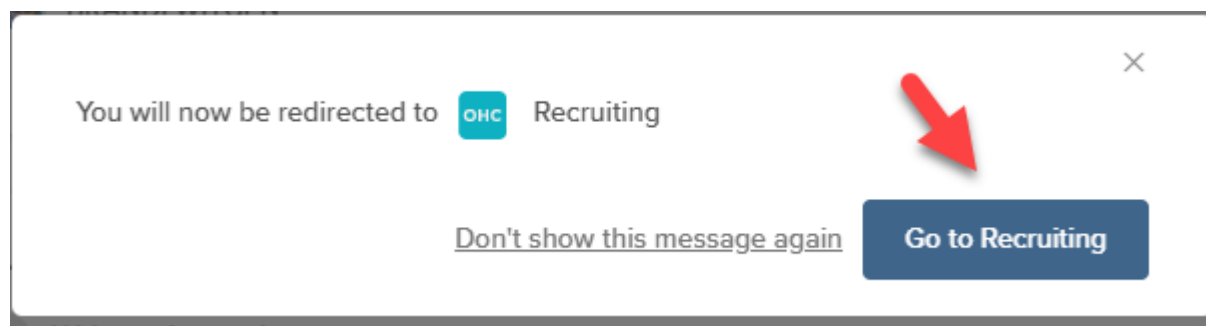
With the OHC role of Originator or HR Liaison, you can create a requisition.

When a hiring department has an open position, they will submit a requisition as a request to fill the vacancy.

From the **Unified Dashboard** use the **Quick Actions** and click on **Create a Requisition**.



You will be directed to **Go to Recruiting**



## Steps to Create a Requisition

1. The first of three requisition form pages will display.

Create Requisition

1. CREATE 2. APPROVALS 3. ATTACHMENTS

### Requisition Details

Requisition #

Class Spec <sup>\*</sup>

Working Title

Desired Start Date

Department/Division <sup>\*</sup>

Hiring Manager <sup>\*</sup>

2. In **Job Type**, select the appropriate job term from the drop-down (choices are Examination ONLY, Internship – Non-Paid, Limited Term, Non-Career, Permanent Full Time, Permanent Intermittent, Permanent Part Time, Seasonal, SPS Contract and Unclassified).
3. In **List Type**, select the appropriate list type from the drop-down (select from Regular, Promotional Only, Departmental Promotional Only, Regular, and Promotional or Transfer).
  - a. Choose **Regular** for postings open to the general public.
  - b. Choose **Promotional Only** for postings open to State employees only.
  - c. Choose **Departmental Promotional Only** or **Transfer** for postings open only to department employees.

### Requisition Details

Requisition #

Class Spec <sup>\*</sup>

Working Title <sup>\*</sup>

Desired Start Date

Hiring Manager <sup>\*</sup>

List Type

**Job Type**

**List Type**

- In **Position Details**, if the vacancy is for an existing position and the department tracks data on previous employees, click the **Add Position Detail** button and enter the **Position #**, **First Name**, **Last Name**, and **Vacancy Date**. Click the **Add Position Detail** button again to add any additional vacancies.

## Edit Requisition

Department Trainee (123-test-bw)

Cancel

Save & Close

Save & Continue to Next Step

1. CREATE



2. APPROVALS



3. ATTACHMENTS



### Position Details

New Position?



Yes



No

Add Position Details if your department is tracking data

Position # \*

Position # is required

Vacancy Date

First Name

Last Name

Delete

+ Add Position Detail

- Comment Section** is optional.

Comment

Comments  
Optional

- Complete the requisition details, click **Save & Close** if you want this requisition to stay in “draft” status for future editing. If you are complete with the requisition process, click **Save & Continue to Next Step**. (Requisitions in **Save & Close** status only, can be edited)

Create Requisition

×

 Cancel
 

Save & Close

Save & Continue to Next Step

1. CREATE

2. APPROVALS

3. ATTACHMENTS

Click Save & Continue

Fill out Requisition Details

Requisition Details

Requisition #

123-test-bw

Class Spec \*

Departmental Analyst (Trainee) (DEPTTRE) 🔍

Working Title

Department Trainee

Desired Start Date

10/14/2016 📅

Department/Division \*

Civil Service Commission 🔍

Hiring Manager \*

BRANDI WITGEN 🔍

CHRISTINE SPITZLEY 🔍

Find a hiring manager

Job Type

Permanent Full Time ⌵

List Type

Regular ⌵

Number of Vacancies

1

Action Type

● Approval to Fill

- If you have an approval workflow template, it will display on the second requisition form page. If necessary, you can edit the approval workflow. Updating changes to your workflow only applies to your current requisition and not the saved approval workflow template. You have the option to edit/delete approvers as well as adding approvers during this process. During this process, you also have the option to re-order the approvers by using drag and drop features.

**Edit Requisition**  
Department Trainee (123-test-bw)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

### Approval Workflow

The approval workflow below has been automatically applied to this requisition based on the Department/Division. You have the option to override the workflow for this requisition.

	Approvers	Status	Comments
1	DHS - HR Tran... ANTHONY CARTER	Pending...	

+ Add Approval Group

**Edit or Delete approver**

**Add additional approvers**

Click Save & Continue to Next Step.

**Edit Requisition**  
Department Trainee (123-test-bw)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Cancel Save & Close **Save & Continue to Next Step**

**Click Save & Continue**

- Drag any file attachments to the third requisition form page and click **Save & Submit**.

**Edit Requisition**  
Department Trainee (123-test-bw)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

### Add Attachments

Drag and drop your file here, or [browse](#)

Supported file types are .doc, .docx, .pdf, .ppt, .rtf, .txt, .xls, .xlsx

**Add Attachments**

**Click Save & Submit**

**Save & Submit**

**Note:** If you are not quite ready to submit the requisition, click **Save & Close**. The requisition will display on your dashboard page in the My Requisitions section as a draft.

**Approve a Requisition**



If you have been assigned the OHC role of Approver, you can review a requisition sent to you for approval.

Like the previous version of the OHC, the selection of approve, deny and on hold are available. The Cancel selection is no longer available for approvers. A requisition must be cancelled by the person that created it or someone with the role of HR Liaison. If a requisition has been approved, it can be cancelled by an HR staff member with Insight role.

## Requisition Approval Path Example

In the example below, the defined approval path requires the requisition to travel through a total of four approval groups before going to HR.

Once the requisition creator clicks Save & Submit, the requisition will go to the first approval group. In this example, both approvers in Group 1 will be notified via email for their review. Like the previous version of the OHC, approval is on a first come first approve basis. Approvers from Group 1 will need to approve the requisition to move it to the next approval group.

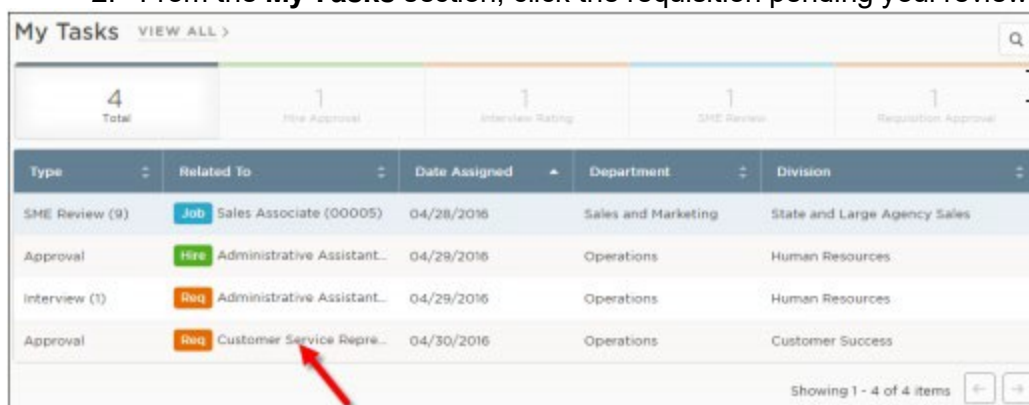
Approval Group	Selected Approver(s)
Group 1: Manager	Simon Davies and Melanie Scott
Group 2: Director	Joyce Lowe and Mark Campbell
Group 3: Budget	Nancy Reed
Group 4: President	Drake Thomas

## Steps to Approve a Requisition

1. If you are not already viewing your dashboard page, click **Dashboard** from the upper left.



2. From the **My Tasks** section, click the requisition pending your review.



3. Click **Approve**, type any comments (optional), and click **Submit**.

The screenshot shows the 'Requisition Approval' interface for a 'Customer Service Representative (00008)'. At the top, there are 'Cancel' and 'Edit' buttons. Below the header, there are three buttons: 'Approve' (with a checkmark icon), 'Deny' (with an 'X' icon), and 'Hold' (with a pause icon). To the right of these is a green 'Submit' button. Below the buttons is a 'Comment (Optional)' text area containing the text 'I approve this requisition. Thank you.' Three blue callout boxes with white text point to the 'Approve' button (labeled 'Click Approve'), the comment text area (labeled 'Comments'), and the 'Submit' button (labeled 'Click Submit'). Below the comment area is a 'Requisition Details' section with a table showing requisition information. To the right of the details is an 'APPROVAL TIMELINE' section showing a list of approval steps.

Requisition Details			
Requisition Number		Department	
00008		Operations	
Title	Service	Division	
Customer Representative		Customer Success	
Class Title	Vacancies		

APPROVAL TIMELINE	
1	Pending... <b>Manager</b> Jason Hanna , +1 more
2	Pending... <b>Director</b> Jason Hanna , +2 more
3	Pending...

4. If you are testing the approval workflow process, you may be an approver for multiple approval groups. In this case, repeat these steps until the requisition has been approved by all groups and sent to HR.

## Complete a SME Review

With the OHC role of SME, you can complete a SME review. SME reviews are used when HR enlists the expertise of their organization's subject matter experts (SMEs) to assist with the candidate selection process. The application of a SME review ranges from a simple pass/fail rating with a single reviewer, to a scored assessment with a panel of multiple reviewers. Unlike the previous version of the OHC, the new version does not allow an assigned SME to return back to a previously rated candidate and change their rating/score. The assigned SME will need to consult with an HR staff member that has Insight access to change ratings/scores.

## Steps to Complete a SME Review\

1. Click on Tasks from the Unified Dashboard Section to find your tasks associated with the recruitment process (SME/Candidate Review)

**My Tasks** [VIEW ALL >](#)

4 Total	1 Hire Approval	1 Interview Rating	1 SME Review	1 Requestion Approval
------------	--------------------	-----------------------	-----------------	--------------------------

Type	Related To	Date Assigned	Department	Division
SME Review (9)	<a href="#">Job</a> Sales Associate (000...	04/28/2016	Sales and Marketing	State and Large Agency Sales
Approval	<a href="#">Hire</a> Administrative Assist...	04/29/2016	Operations	Human Resources



### SME Review

Accountant 9-12, State and Authority Finance (Job Number : 2701-13-17-27)

Exam Plan  
Accountant 9-12

Evaluate On  
Pass / Fail

At Step  
Hiring Manager Preview

Exam Plan Number  
2701-13-17-27

**Candidates** [Print](#) [Q](#)

33 Total	31 Unreviewed	2 Reviewed
-------------	------------------	---------------

	Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
<input type="checkbox"/>	8817030	April Lewis	BRANDI WITGEN	DAVID BOYNE	07/11/2013
<input type="checkbox"/>	14373384	Connie M Jones	BRANDI WITGEN	DAVID BOYNE	07/11/2013
<input type="checkbox"/>	5R9447R	Corazon Schimanski	BRANDI WITGEN	DAVID ROYNE	07/11/2013

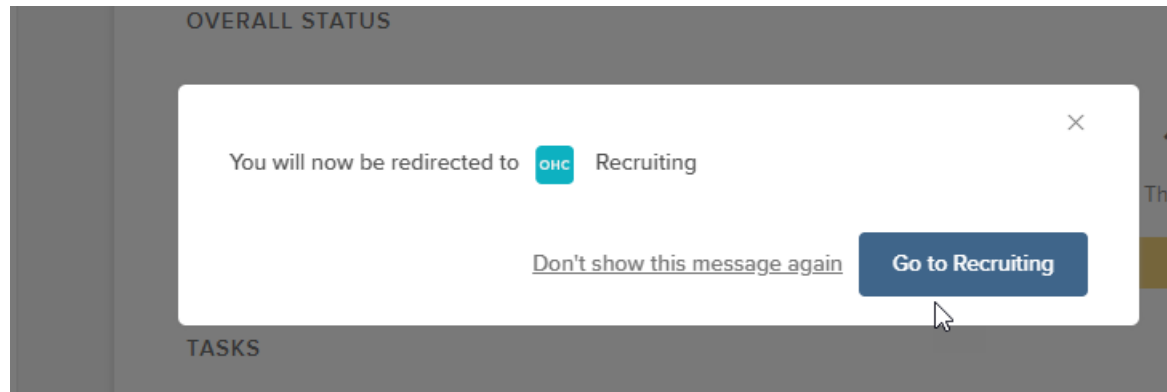
**CURRENT STATUS**

[Review In Progress](#)

**RELATED ITEMS**

[Job Posting](#)

1. From the **My Tasks** section, select the job for which you would like to complete a SME review where you will be directed to Recruiting to complete the task.



## Navigating to Recruiting...

Please don't refresh this page

2. Click the name of the first candidate to be reviewed.

- The candidate's application will display contact information, work experience, education, and other information. Click the **Questions** tab to review the candidate's responses to agency-wide and job-specific supplemental questions.

April Lewis  
Person ID: 8817030 NA

Next → ☆ Rate Print Cancel

Application **Questions** E-References

Click on Questions for Answers to Questions

Questions

- Once you have completed your review click **Rate**.

April Lewis  
Person ID: 8817030 NA

Next → ☆ Rate Print Cancel

Application **Questions** E-References

Click Rate

Questions

- There are three rating options in a pass/fail setting: Pass, Fail and Other. Select one of these ratings and click **Save**.

April Lewis  
Person ID : 8817030

Cancel Save

Please rate April Lewis

Pass Fail Other

Select Pass, Fail or Other

Reject Reason

Screens Out

If Fail, choose reason

Overall Comments

Write a comment .....

Comments are helpful for auditing

- Click **Next** to proceed to the next candidate pending your review.

**April Lewis**  
Person ID: 8817030 Pass

Application Questions E-References

Next → ☆ Rate Print Cancel

**Click Next**

- Repeat these rating steps until **Next** no longer displays. Click **Cancel** or click anywhere to the left of the last candidate's application review page.

**Travis Beck**  
Person ID: 16797892 NA

Application Questions E-References

← Prev ☆ Rate Print Cancel

**Click Cancel**

QUICK JUMP... << 0 General Information

- Notice you have no unreviewed candidates, and your SME review status is complete.

Exam Plan: Accountant 9-12  
At Step: Hiring Manager Preview  
Exam Plan Number: 2701-13-17-27

Evaluate On: Pass / Fail

**Completed Review**

**CURRENT STATUS**  
✓ Review Complete

**RELATED ITEMS**  
Job Posting

**Candidates**

33 Total 0 Unreviewed 33 Reviewed

**Status**

	Person ID	Candidate Name	Assigned By	Last Reviewer	Last Reviewed
No candidates found					

Items per page: 20 Showing No Items to display

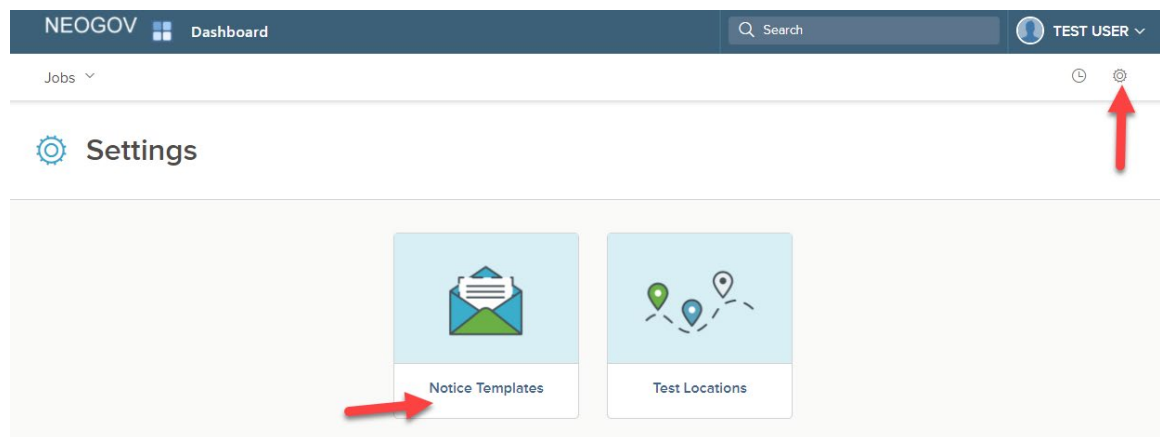
## Set up a Notice Template

With the OHC permission of Create OHC Notice Templates, you can create a notice template for your assigned security permissions (department(s)).

Notice templates can be used for a variety of notice types including interview scheduling, assessment results, candidate rejection and job offer.

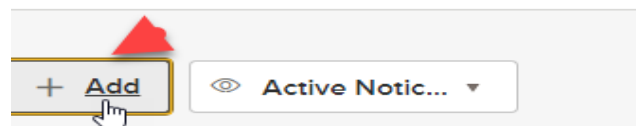
### Steps to Set up a Notice Template

1. On the NEOGOV Dashboard, click the **Settings** icon
2. On the Settings menu, click the **Notice Template** icon



3. Click **Add**.

## Notice Templates



4. Complete the notice template page and click **Save & Continue** to Next Step.

## Create Notice Template

[Cancel](#)[Save & Continue to Next Step](#)

### 1. GENERAL

### 2. COMPOSE NOTICE

#### General Information

\* required fields are marked with asterisk

Name \*

Inactivation Reason



Description

Departments





5. Type the contents of your notice template. When a merge field is required, locate it using left-side search and then drag to the proper area of the notice. Also, drag any applicable files to the attachments section.

Using the boxes on the left, you can pull in your merge fields

Drag and drop files here

Drag and drop your file here, or [browse](#)

Note: In the previous version of the OHC, inserting a merge field was a process of either typing or copying and pasting, from left angle bracket (<), e.g., <Applicant\_LastName>. With the new OHC, dragging the merge field to the notice body is all that is required. Typing or copying and pasting the merge field will not work properly.

6. Once you are done, click **Save & Close**.

## Schedule Interviews

With the OHC role of Hiring Manager or HR Liaison you can schedule interviews.

### Steps to Schedule Interviews

1. If you are not already viewing your dashboard page, click **NEOGOV** from the upper left.



2. From the **My Requisitions** section, click the open requisition that requires you to schedule interviews.

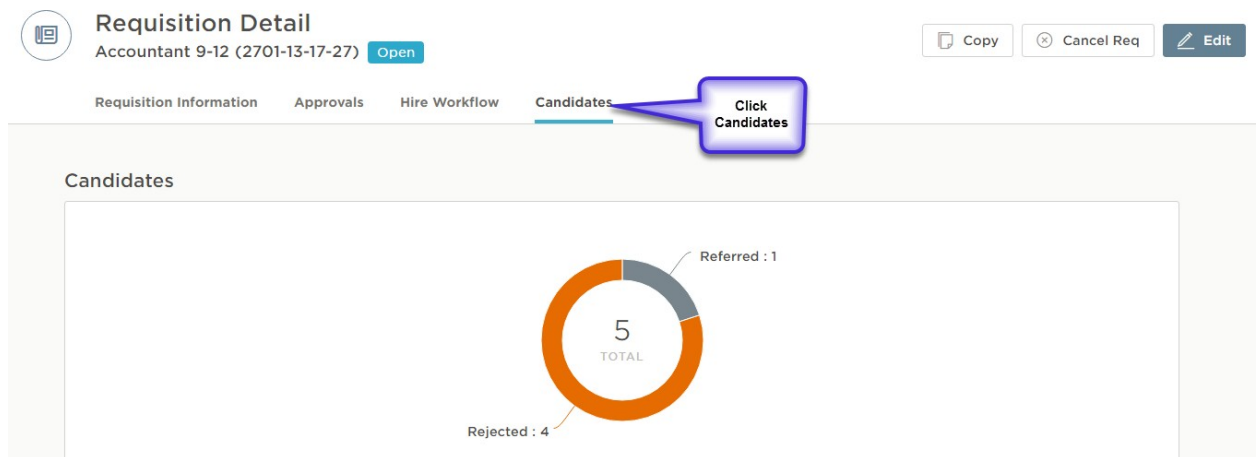
**My Requisitions** [VIEW ALL >](#)

Req #	Requisition Title	Department	Division	Hiring Manager	Approval	Created On
2301-10-STW Cont.	<a href="#">Open</a>	Short Ter...	Department of State		✓ Complete	09/10/2009
2701-13-17-27	<a href="#">Open</a>				✓ Complete	06/11/2013
0301-14-01	<a href="#">Approved</a>	Auditor 9	Legislative Auditor Gene...		✓ Complete	07/03/2014
TEST	<a href="#">Open</a>	Division T...	Health and Human Servi...	MDHHS - Oakland County	ANTHONY CARTER +1	✓ Complete

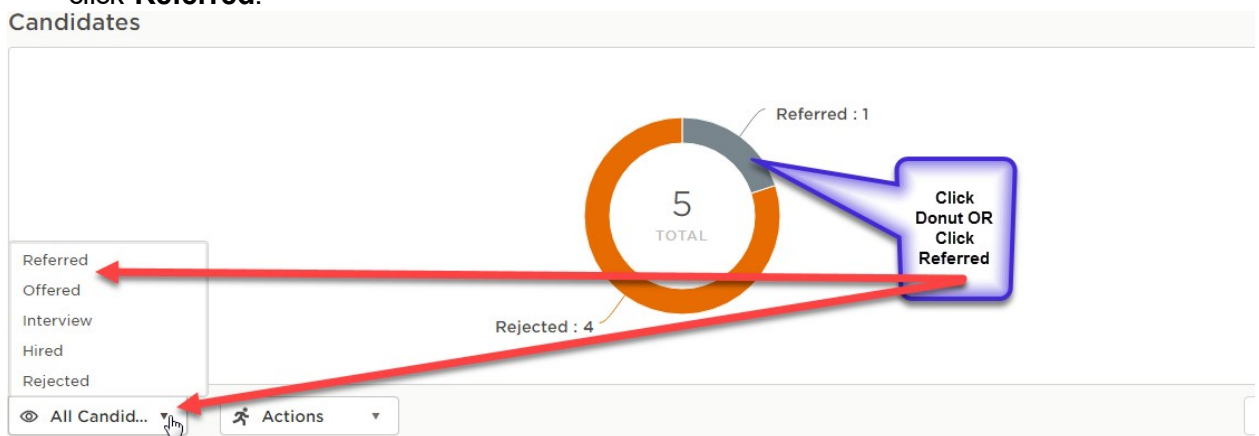
**Click Open Requisition**

Tip: Click the candidate count to save an extra click and immediately view the referred list.

- If you are not already on the candidate's page, click the **Candidates** tab.

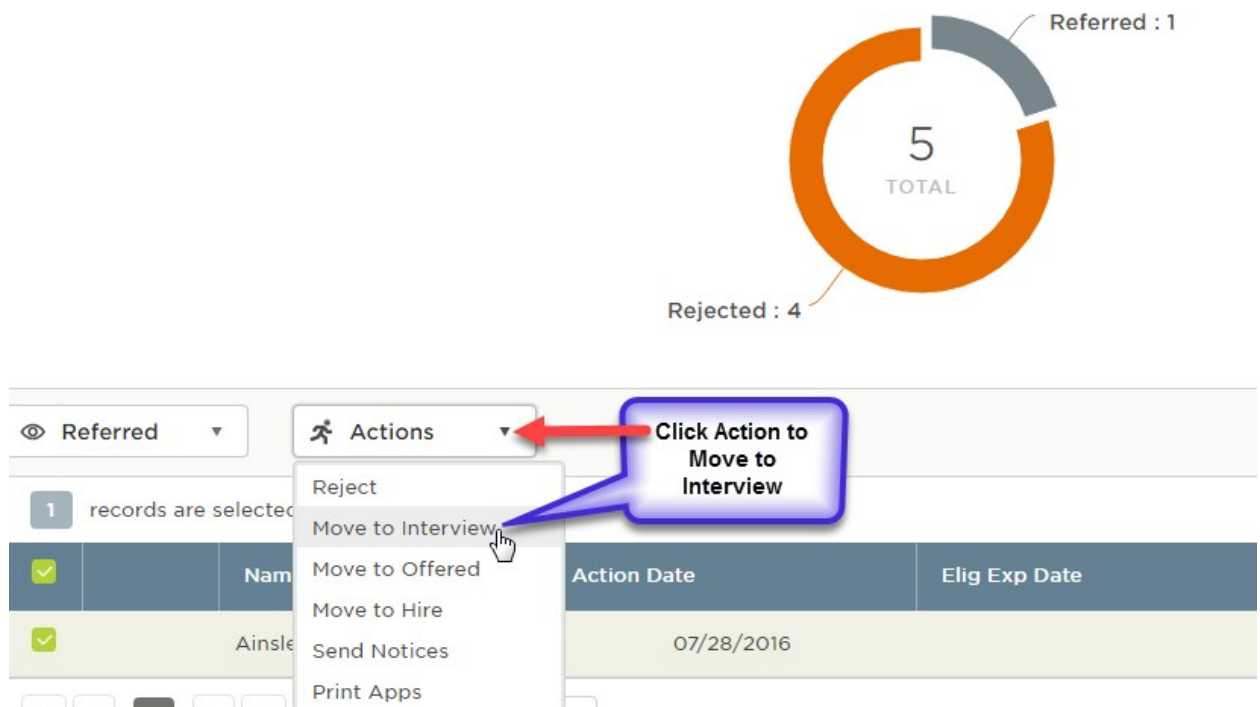


- You are now viewing the referred list. To schedule interviews, the view must be switched to referred candidates. On the doughnut chart, click **Referred**, or on the **Candidates** menu, click **Referred**.



- Select the candidates that will be moved to the interview step.

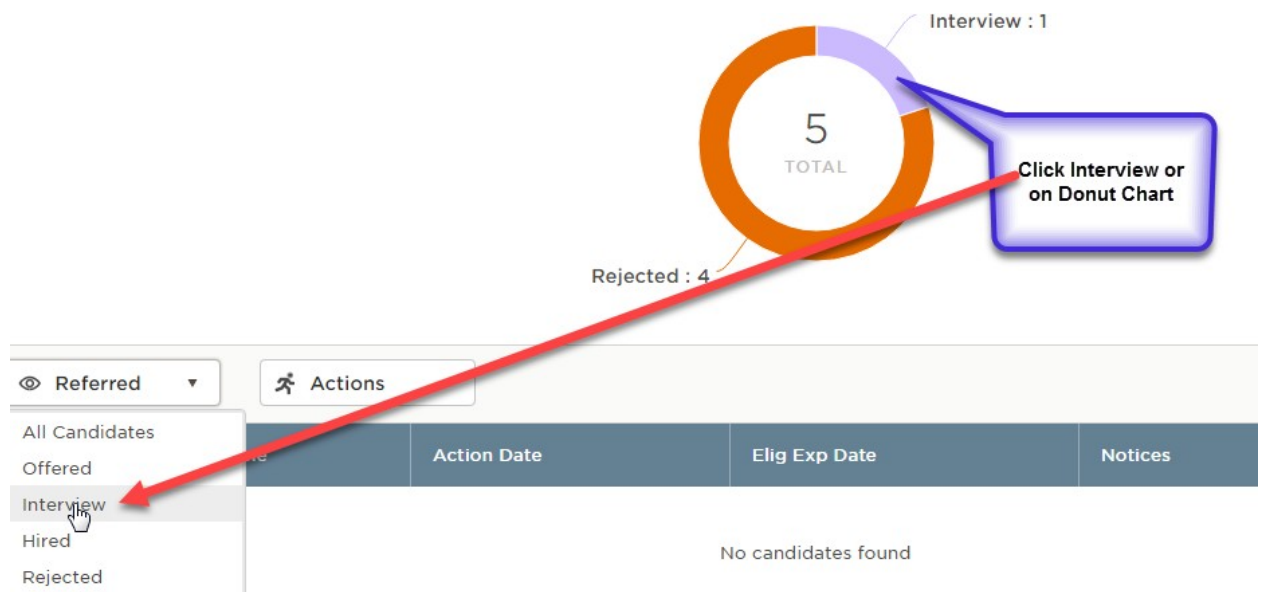
6. On the **Actions** menu, click **Move to Interview**.



The screenshot shows a donut chart at the top right with a total of 5. It is divided into two segments: a small grey segment labeled 'Referred : 1' and a larger orange segment labeled 'Rejected : 4'. Below the chart is a table with columns 'Action Date' and 'Elig Exp Date'. The first row shows '07/28/2016'. To the left of the table is a list of candidates, with one candidate 'Ainsle' visible. Above the table is an 'Actions' menu with a dropdown arrow. A red arrow points to the 'Actions' menu, and a blue callout box with the text 'Click Action to Move to Interview' points to the 'Move to Interview' option in the dropdown menu. The dropdown menu also includes 'Reject', 'Move to Offered', 'Move to Hire', 'Send Notices', and 'Print Apps'.

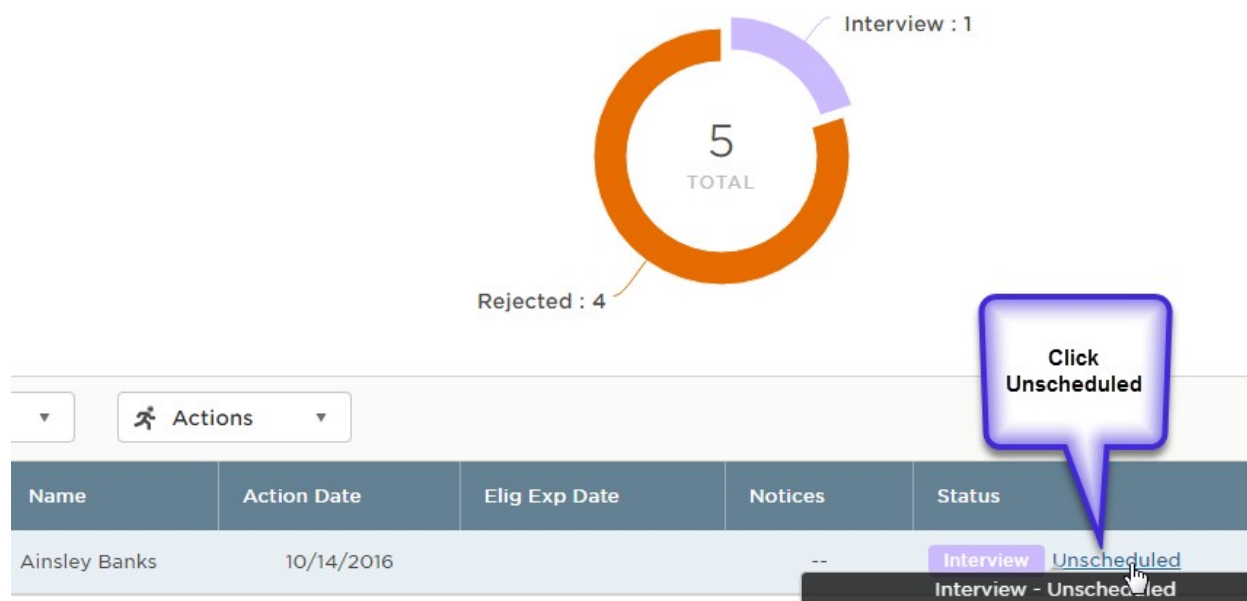
7. Click **OK** to confirm moving the candidates.

8. On the doughnut chart, click **Interview**, or on the **Candidate** menu, click **Interview**.



The screenshot shows a donut chart at the top right with a total of 5. It is divided into three segments: a small purple segment labeled 'Interview : 1', a small grey segment labeled 'Referred : 1', and a larger orange segment labeled 'Rejected : 4'. Below the chart is a table with columns 'Action Date', 'Elig Exp Date', and 'Notices'. The first row shows 'No candidates found'. To the left of the table is a 'Candidate' menu with a dropdown arrow. A red arrow points to the 'Candidate' menu, and a blue callout box with the text 'Click Interview or on Donut Chart' points to the 'Interview' option in the dropdown menu. The dropdown menu also includes 'All Candidates', 'Offered', 'Hired', and 'Rejected'.

9. From the first candidate to be scheduled for an interview, click **Unscheduled**.



The screenshot shows a donut chart at the top with a central '5 TOTAL'. A purple segment represents 'Interview : 1' and an orange segment represents 'Rejected : 4'. Below the chart is a table with columns: Name, Action Date, Elig Exp Date, Notices, and Status. The first row shows 'Ainsley Banks' with an 'Action Date' of '10/14/2016' and a 'Status' of 'Interview - Unscheduled'. A callout bubble points to the 'Unscheduled' link in the status field, with the text 'Click Unscheduled'.

10. Complete the schedule form and click **Save**.

**Schedule Interview**  
Ainsley Banks (Person ID: 16711522)

**Interview Details**

Interview Date \*

Location

Time   to   Eastern Time (US & Canada)

Interviewer

< October 14, 2016 >

**Complete Schedule form**

**Click Save**

Note: The Interviewer field displays all users with the OHC role of Rater – spanning all departments/divisions - yielding a flexible rating platform for your entire organization.

11. Repeat these steps to schedule the remaining candidates for interviews.

## Send Notices

With the OHC role of Hiring Manager or HR Liaison and the OHC permission of Send OHC Notices, you can send notices.

### Steps to Send Notices

1. If you are not already viewing the referred list of candidates, return back. From the **My Requisitions** section, click the **candidate count**.

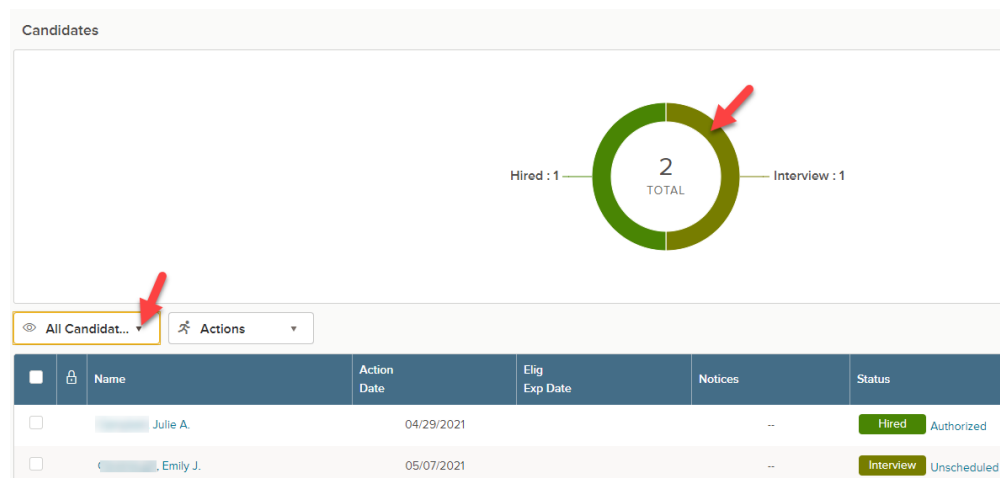
**My Requisitions** [VIEW ALL >](#)

10 Total	0 Draft	0 In-Progress	6 Approved
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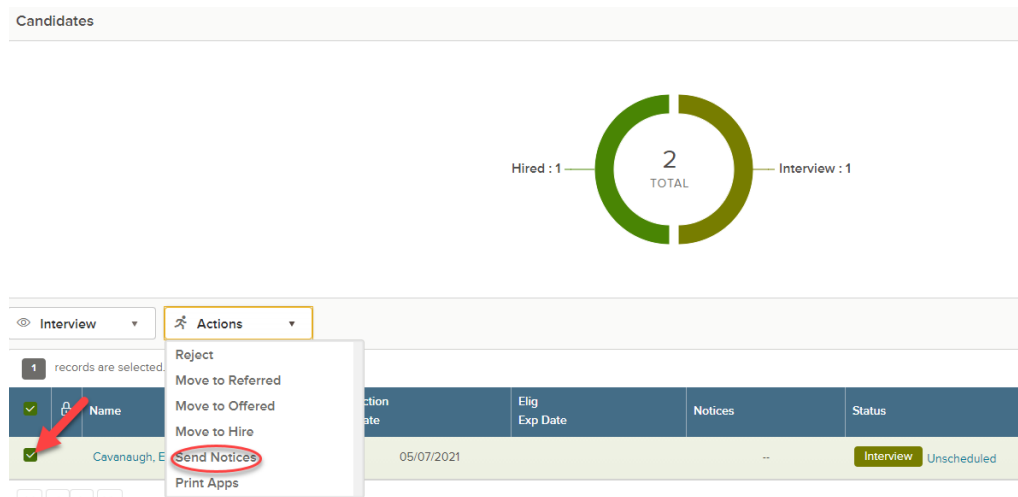
Req #	Requisition Title	Department	Division	Hiring Manager
2301-10-STW Cont.	<a href="#">Open</a> Short Ter...	Department of State		BRANDI WITGEN
2701-13-17-27	<a href="#">Open</a> Accountant 9-12			BRANDI WITGEN
0301-14-0	<a href="#">Open</a> Signature Auditor Gene...			BRANDI WITGEN

**Click on Open**

2. On the **Candidates** menu, click the doughnut chart or on the **All Candidates** drop-down to send notification.



1. Select the candidates to receive notices by checking the box next to their name.
2. On the **Actions** menu, click **Send Notices**.



### 3. Select a notice template and click **Send**.

#### Send Notice

Ainsley Banks (Person ID : 16711522)

Cancel

Send

#### Notice Details

Notice Template \*

interview|



Copy of [Interviewed Not Selected]

Copy of [Interviewed Not Selected- CHP (Services Specialist)]

Copy of [Interviewed Cancelled Warden DDC/DRC]

Copy of [LARA Not Interviewed]

Interview Scheduled

Inte Select a Notice Template

Select from  
already created  
templates

### 4. If necessary, click **Override** to make a one-time update to the notice prior to sending. This update will not affect the saved notice template.

#### Notice Details

Notice Template \*

Interview Scheduled



#### Notice Preview

Template

Sample Candidate

<Today>

<Applicant\_FirstName> <Applicant\_LastName>

<Applicant\_Address1> <Applicant\_Address2>

<Applicant\_City>, <Applicant\_State> <Applicant\_ZipCode>

Override

Click Override to  
make one-time  
changes



5. Click **Sample Candidate** to view the notice with merged text.

### Notice Details

Notice Template \*

Interview Scheduled ✕ 🔍

Notice Preview ✎ Override

Template **Sample Candidate**

10/14/2016  
Ainsley Banks  
123 First Street  
Springfield, Illinois 62702  
  
Re: 2701-13-17-27  
  
Dear Ainsley Banks:  
  
Thank you for applying for the Accountant 12 position within Treasury. You are scheduled for an interview for this position at the

6. Click **Send** to send the notice to all selected candidates.